

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION

10 Hotel Street
Warrenton, Virginia 20186
Phone: (540) 347-8656 Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

1. DATE: September 9, 1999
2. COMMODITY NAME: Coin-Operated Copiers-Full Service
(36-month rental)
3. CONTRACT NUMBER: 5-00rw
4. SUPERCEDES: N/A
5. CONTRACT PERIOD: 8/18/99 – 7/31/02
6. RENEWAL OPTIONS: Two (2) One Year Periods
7. CONTRACTOR: Images, Inc. (VN # 634698)
45449 Severn Way
Dulles, VA 20166
PH (703) 404-4535 FX (703) 404-4536
8. TERMS: Net 45
9. DELIVERY: 30 days from receipt of order
10. MINIMUM ORDER: N/A
11. FOR FURTHER INFORMATION CONTACT: Ruthellyn A. Ward, CPPB
PH (540) 347-8730
12. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC
SCHOOL USING DEPARTMENTS: This contract is the result of a
competitive bid program and its use must follow the FCG&PS
Procurement Policy/Procedures for the purchase of the commodity listed
herein. Please see the reverse side of this notice for further instructions
regarding this contract.

By: _____
Ruthellyn A. Ward, CPPB
Buyer, FCG&PS Procurement

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must send a fax to the FCG&PS Procurement Division requesting coin-operated copier service. The fax must note the copier location, Point of Contact person, phone and fax number. The Procurement Division will issue documentation to Contractor for each Using Department's request.
2. Delivery: The Contractor shall contact the Using Department's Point of Contact directly to coordinate installation and training of copier.
3. Invoicing: If an invoice is generated to the Using Department, the following information must be on Purchase Order or Payment Voucher: Contract number, vendor number, total dollar amount, Point of Contact with phone number and billing/delivery address. (See Section E)

Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving Using Department.

4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by Contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, two (2) one-year periods remain on this contract. The decision as to whether to exercise the renewal option will be made by the Procurement Division within a reasonable time (approximately 90 days) prior to expiration of contract.

**Coin-Operated Copiers-Full Service Contract
(36-month rental)
Contract # 5-00rw**

This is a 36-month rental contract that covers furnish, deliver and installation of a Savin 9920DP copier with card key bypass system.

Cost per copy: Fifteen cents (\$ 0.15) each.

Contract covers:

- A. Full service maintenance on coin-op copiers to include all copier supplies (parts, drum, labor, toner, developer and copy paper) on an “as needed” basis at no charge to the Using Department.
- B. Contractor shall respond to requests for service and supplies in accordance with the following:
 - If a call is made between 8:00 a.m. and 12:00 p.m., service shall be performed by the close of business that (same) day.
 - If a call is made between 12:01 p.m. and 5:00 p.m., service shall be performed by 12:00 p.m. the next business day.
- C. The Contractor shall replace a copier, with a like unit, if the inoperable copier will be out of service for more than forty-eight consecutive hours.
- D. Contractor shall instruct the Points of Contact on how to add toner and copy paper for each copier. The Points of Contact shall be authorized to call for service when copier is not functioning properly or when copier supplies need to be replenished.
- E. Coin collection service is an “as needed” basis, but no less than once per month. This coin collection service is defined as collection of coins, maintenance of coin op system and payment of copy commission to the Using Department. The Contractor shall be responsible for collecting and accounting for all monies generated from the coin-operated copiers. Counters shall be installed in each machine for audit purposes.
 - Commission shall be paid on a monthly basis. The commission shall be paid to the Using Department when the copy count specified below (includes Bypass copies) exceeds the base copy count for each month for each copier location.
 - Base copy count per month: 1500 copies
 - Bypass copy count per month: 100 copies
 - The Bypass mode shall be made available to the Using Department at no charge to make up to 100 copies. **The Contractor will charge \$0.025 per bypass copy made in excess of 100 copies per month.**

- Base copy count will have been reached when the copy count, including the allowed 100 bypass copy count, exceeds 1500 copies per month. The Contractor will not be required to pay commission for a given month if the monthly base copy count, as defined above, is not reached for that month. **The commission rate is \$0.125 per copy.**

F. Contractor shall submit a monthly statement containing the minimum information stated below. The statement shall be submitted by the 15th of the following month. Failure to submit the reports as required will be cause for breach of contract.

- Total number of copies made on copier(s)
- Total number of bypass copies made on copier(s)
- Commission amount for copier(s)